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GOVERNOR

State of Alabama
DEPARTMENT OF MENTAL HEALTH
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ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: M.H. Dietician I

NUMBER: 14-21

JOB CODE: F1000 **SALARY RANGE:** (67) \$30,724.80 - \$ 46,615.20

POS. # 8801586

JOB LOCATION: Bryce Hospital

DATE: 9-24-2014

QUALIFICATIONS: Graduation from a four year college or university with a major in dietetics, institutional or food service management. **NECESSARY SPECIAL REQUIREMENTS:** Eligibility for or registration by the American Dietetic Association.

KIND OF WORK: Screen patients of varied life stages and disease entities to determine level of nutritional risk in accordance with departmental policies and procedures. (Includes weekend and holiday coverage) Assess nutritional status for patients of all life stages using biochemical indices, physical assessment, etc., in accordance with time parameters established in Nutritional Services' policies and procedures. Develop nutritional care plans recommending methods for nutritional interventions. Complete timely reassessments for patients of various life stages according to the individual patient's nutritional plan of action. Assess the effectiveness of the current plan and revise if current plan does not meet the previously established goals. Provide nutritional education counseling for patients and others at various stages of life cycle and educational levels to provide them with the knowledge and skills required to meet their continuing medical/nutritional care needs following discharge. Attend treatment-planning conferences to assist the patient's treatment team in the development of a care plan that addresses each nutritional concern. Monitor meal service operations in assigned units and evaluate food service functions to insure that they are effectively provided by the contract food service provider. Develop, organize and conduct in service education for Nutritional Services Department. Orient new employees to food services issues and concerns. Communicate with the Director of Nutritional Services on a daily basis concerning patient care and food service related issues and concerns. Monitor nutritional status of patients receiving total nutrition via tub feeding and adjust feedings as necessary. Actively participate in the Nutritional Services Department's performance improvement program. Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of personal and food sanitation principals. Knowledge of diets, menu planning, and methods of food preparation. Good working knowledge of quality improvement. Ability to work independently. Knowledge of JCAHO and Medicare/Medicaid Standards. Ability to keep accurate records and prepare reports. Ability to plan, organize, and prioritize work activities. Ability to work with patients and all levels of staff in a courteous and professional manner. Ability to communicate effectively both orally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404-2990 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application